Computer Practical questions
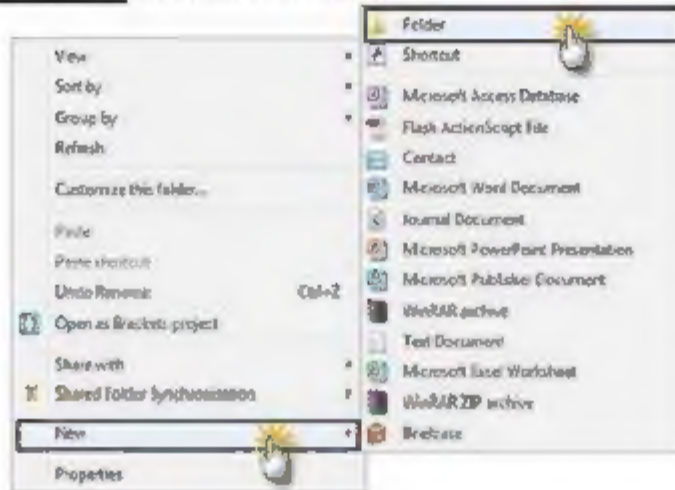# Prep: 1

Q1: how to create folder?
<u>Right click</u> →select <u>new folder</u> from context menu

View	▸		Folder
Sort by	▸		Shortcut
Group by	▸		Microsoft Access Database
Refresh			Flash ActionScript File
			Contact
Customize this folder...			Microsoft Word Document
			Journal Document
Paste			Microsoft PowerPoint Presentation
Paste shortcut			Microsoft Publisher Document
Undo Rename Ctrl+Z			WinRAR archive
Open as Brackets project			Text Document
			Microsoft Excel Worksheet
Share with	▸		WinRAR ZIP archive
Shared Folder Synchronization	▸		Briefcase
New	▸		
Properties			

Q2: how to cut folder?
Select folder → <u>right click</u> →select <u>cut</u> from context menu

Q3: how to copy folder?
Select folder → <u>right click</u> →select <u>copy</u> from context menu

Q4: how to rename folder?
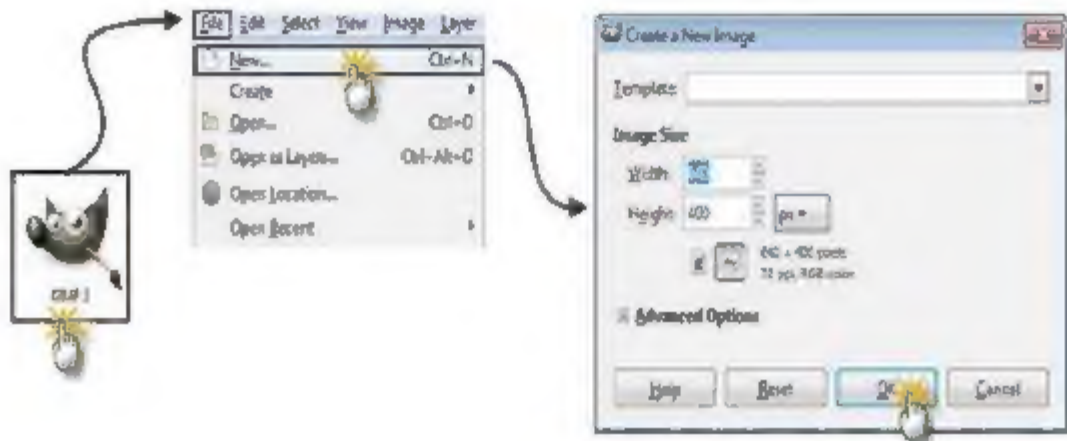Select folder → <u>right click</u> →select <u>rename</u> from context menu

Q5: how to Delete Folder?
Select folder → <u>right click</u> →select <u>delete</u> from context menu

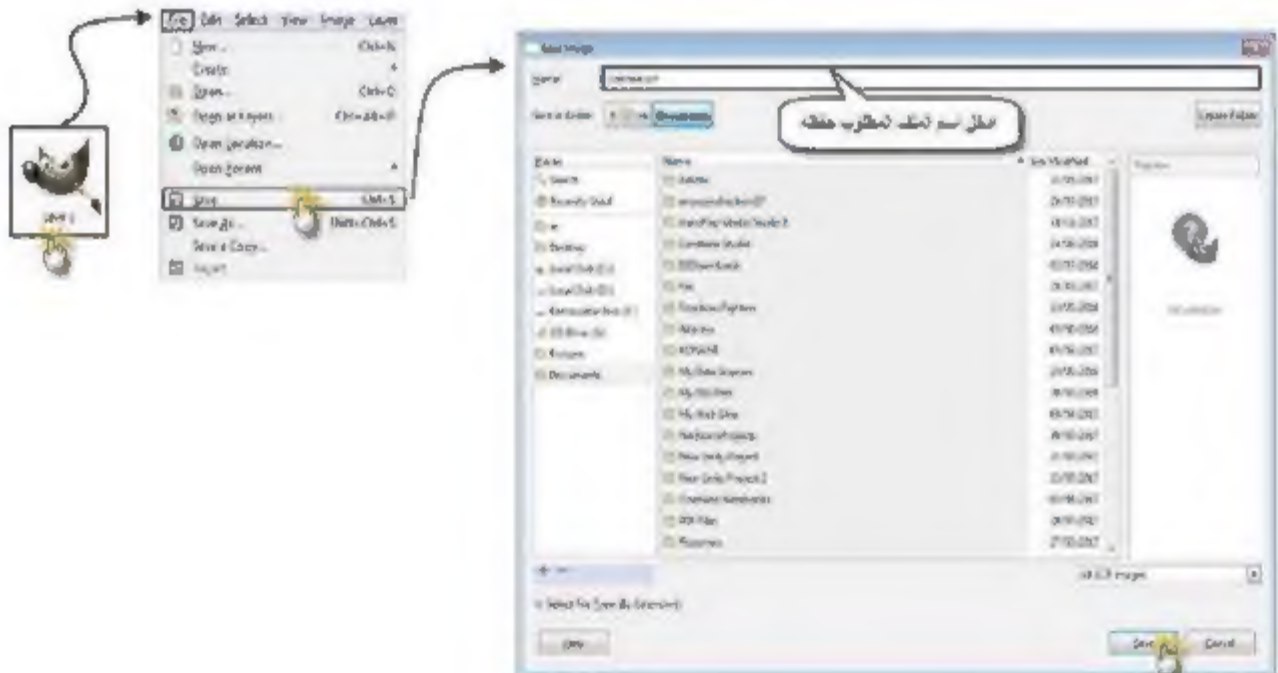| Open |
|------|
| Open in new window |
| Send to |
| Cut |
| Copy |
| Create shortcut |
| Delete |
| Rename |
| Properties |

Q6: how to create a new image file in gimp?

Open gimp program→ from <u>file menu</u> → select <u>new</u> →click <u>ok</u>
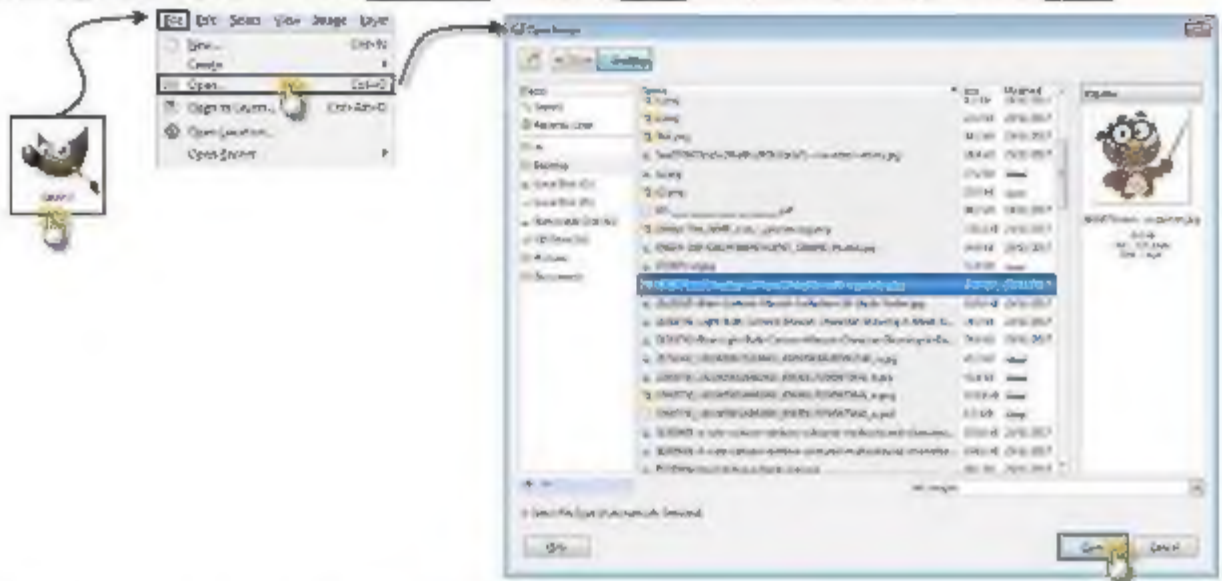

Q7: how to save gimp image file?

Open gimp image→ from <u>file menu</u> → select <u>save</u> →click <u>save</u>

Q8: how to open image file in gimp?

Open gimp program→ from <u>file menu</u> → select <u>open</u> →choose an image →click <u>open</u>

Q9: how to select part of image file?

Open image → choose rectangle select tool → draw a rectangle

Q10: how to rotate an image using?

Open image file→Select <u>Rotate tool</u> →change the rotation angle →Press <u>Rotate</u>